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IN REPLY
REFER TO

DLSC-LDT

APR 05 2000

MEMORANDUM FOR ACTIVITIES WITHIN DEFENSE TRAVEL REGION (DTR) SIX

SUBJECT: Authorizing Official/Defense Transportation Administration Functions Within the Defense Travel System

With the implementation of the Defense Travel System (DTS), several functional assignments will be required, including the Authorizing Official (AO) and the Defense Transportation Administration (DTA) functions.


The AO is the person with authority to determine when travel is necessary, authorize travel, obligate funds, approve travel, and authorize travel expenses. The AO has this authority to make decisions about travel arrangements, but not be a travel expert.

The DTA function is responsible for managing administrative aspects of the travel process; e.g., the budget by linking lines of accounting with the AO/traveler, loading personal profiles, generating, reviewing, and updating management reports on the organization level.

Since the DTA is responsible for managing the budget by linking lines of accounting with the AO/traveler and overseeing the budgeting process, the DTA cannot function as an AO, and vice versa. Therefore, in your assignments of the AO within the DTS, request the AO not serve within the DTA function in your activity. There are personnel today who manually perform the DTA position.

Additionally, a chain of command must be established within your activities that assign the individual traveler(s) to the AO, and the DTA functional personnel within your activity. The AO cannot serve the DTA functions.

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